

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

11

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/21/2017		2. CONTRACT NO. (If any) EP-W-17-003		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. PR-OLEM-17-00201			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: CATE GARRIS				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 20151		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Office of Emergency Management	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 TASK ORDER TITLE: SUPPORT TO EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAMS The terms and conditions of contract EP-W-17-003 are hereby incorporated by Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$399,013.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$78,590.00
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				

22. UNITED STATES OF AMERICA BY (Signature)

09/21/2017

Mark Heare

ELECTRONIC SIGNATURE

23. NAME (Typed)
Mark Heare
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/21/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0007
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>reference. Services rendered under this task order are for severable services. This is a times-and-materials task order and is subject to the Limitation of Cost and Limitation of Funds Clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work. This procurement is for one (1) 12-month base year period with four (4) 12-month option year periods.</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 09/25/2017 - 09/24/2018</p> <p>This is a Time-and-Materials (T&M) task order that is totally funded in the amount \$78,590.00. The task order base year period total ceiling price is \$78,590.00 which the vendor is not authorized to exceed at its own risk. The task order base year period amount with four option year periods total is \$399,013.00.</p> <p>TOCOR: Lisa Boynton Admin Office: SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Period of Performance: 09/25/2017 to 09/24/2018</p> <p>TASK ORDER TITLE: SUPPORT FOR EPA'S LOCAL GOVERNMENTS REIMBURSEMENT PROGRAM</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 09/25/2017 - 09/24/2018</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: LGR APPLICATION EVALUATION & Continued ...</p>				78,590.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$78,590.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/21/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0007
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	REIMBURSEMENT TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMAITON TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT Delivery: 09/25/2017 Accounting Info: 17-T-D3P-303DC6-2505-HQ00BM00-17D3P170 11-001 BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 17D3P17011-001 Funding Flag: Partial Funded: \$17,911.00 Accounting Info: 16-TD-D3P-303DC6-2505-17D3P17011-002 BFY: 16 Fund: TD Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 DCN - Line ID: 17D3P17011-002 Funding Flag: Partial Funded: \$60,679.00					
0002	OPTION YEAR PERIOD I PERIOD OF PERFORMANCE: 09/25/2018 - 09/24/2019 THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR OPTION YEAR PERIOD I TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMAITON TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (option Line Item) 09/25/2018				78,549.00	
0003	OPTION YEAR PERIOD II Continued ...				80,209.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$158,758.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/21/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0007
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	<p>PERIOD OF PERFORMANCE: 09/25/2019 - 09/24/2020</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE OPTION YEAR PERIOD II</p> <p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (Option Line Item)</p> <p>09/25/2019</p> <p>Delivery: 09/25/2019</p> <p>OPTION YEAR PERIOD III</p> <p>PERIOD OF PERFORMANCE: 09/25/2020 - 09/24/2021</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE OPTION YEAR PERIOD III</p> <p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT (Option Line Item)</p> <p>09/25/2020</p> <p>Delivery: 09/25/2020</p>				81,253.00	
0005	<p>OPTION YEAR PERIOD IV</p> <p>PERIOD OF PERFORMANCE: 09/25/2021 - 09/24/2022</p> <p>Continued ...</p>				80,412.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$161,665.00

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/21/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0007
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE OPTION YEAR PERIOD IV</p> <p>TASK 1: LGR APPLICATION EVALUATION & REIMBURSEMENT</p> <p>TASK 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES</p> <p>TASK 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT</p> <p>(Option Line Item)</p> <p>09/25/2021</p> <p>Delivery: 09/25/2021</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**OFFICE OF EMERGENCY MANAGEMENT
REGULATION, EVALUATION AND TECHNICAL SUPPORT**

REQUEST FOR OFFER: RFQ-DC-17-00100

TASK ORDER TITLE: Support to EPA's Local Governments Reimbursement Program

STATEMENT OF WORK

I. BACKGROUND:

In 1986, Congress enacted the Superfund Amendments and Reauthorization Act (SARA) to enhance the capabilities of states and local communities in preparing for, and responding to, toxic chemical releases. A key provision of the SARA Amendments was Section 123, which provides the Environmental Protection Agency (EPA) with the authority and the funds to reimburse local governments and Indian tribes for their costs incurred in conducting temporary emergency measures in response to releases of hazardous substances. Reimbursement is intended to alleviate significant financial burden placed on those local governments that are required to respond to chemical incidents, yet do not have available resources.

EPA's Local Governments Reimbursement (LGR) Program was established to implement SARA Section 123 which provides for reimbursement to local governments for emergency response activities related to hazardous substance threats. The program has the secondary effects of building lasting partnerships with local governments for protecting human health and the environment, and strengthening local emergency response programs and capacity. EPA has promulgated a regulation entitled "Reimbursement of Local Governments for Emergency Responses to Hazardous Substances Releases; Final Rule" (Federal Register/Vol. 63, No. 32/ Wednesday, February 18, 1998/Rules and Regulations; Pages 8283-8296) to govern the implementation of section 123.

II. SCOPE OF WORK

The contractor shall support EPA's Local Governments Reimbursement (LGR) Program and the implementation of its final rule in accordance with the statement of work. Work to be performed under this Task Order aligns with the following Task Area(s) of the contract Statement of Work: 1 Technical and Analytical Support, 5 Communications and Outreach Support, and 6 Web Communications Support.

III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be date of award through 2/5/2018.

The Government has the option to extend the effective period of this task order for four additional one year option periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	From:	To:
Base Period	<i>Award</i>	2/5/2018
Option Period I	2/4/2018	2/5/2019
Option Period II	2/4/2019	2/5/2020
Option Period III	2/4/2020	2/5/2021
Option Period IV	2/4/2021	2/5/2022

IV. TASKS

Task 1: LGR APPLICATION EVALUATION AND REIMBURSEMENT

- The contractor shall perform a summary review of each application within five working days of receiving a new application from EPA and communicate the results of the summary review via e-mail or phone to EPA.
- The contractor shall work with LGR program applicants to collect additional information when an application is incomplete or when eligibility questions or issues arise.
- The contractor shall conduct a detailed analysis of reimbursement applications, make recommendations on the eligibility of the local community for reimbursement, and prepare appropriate documents to support the decision.
- The contractor shall use EPA's system for document management.

DELIVERABLES	DUE DATES
Review recommendation memo via e-mail	Within five working days After Receiving Application (ARA)
Recommendation memo for either award, denial, or more information	Within twenty working days ARA (if possible as timing is dependent often on applicant response to request for additional information)
Memo on any updated information received from the applicant	Within five working days of final update

Task 2: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS AND OTHER INTERESTED PARTIES

- The contractor shall operate and maintain a toll-free LGR HelpLine including:
 - providing answers to callers concerning LGR questions within one working day of the call or forwarding the call to the EPA for response; and/or (b) sending materials

requested by the potential applicant within three working days of receiving the request; provide a brief summary of calls and related actions each month

- The contractor shall utilize other customary communications procedures (e.g., U.S. mail, facsimiles, and E-mail) to support outreach to local communities.
- The contractor shall make recommendations for improving existing communication materials for EPA internal (e.g., EPA management, financial offices) and external customers.
- The contractor shall prepare briefing and outreach material for no more than five meetings each year. Whenever possible, these materials will be taken from existing sources.
- The contractor shall prepare up to five fact sheets or analytical reports, each four to ten pages in length, based on information provided by EPA that analyze and summarize technical and regulatory aspects of that information. Analytical reports may include documents needed to support revisions to the regulations authorizing the LGR program. The contractor will submit draft fact sheets or reports for EPA approval prior to preparation of final camera-ready copies.
- The contractor shall assess customer needs through discussions or focus groups; develop agendas that respond to customer needs; and design conference sessions that optimize the presentation of program information and promote customer participation.
- The contractor shall evaluate the current LGR training materials and make recommendations to improve the materials to correspond to the new LGR program regulations.
- The contractor shall participate and support EPA staff in attending and/or presenting LGR program information at seven national/regional conferences.

DELIVERABLES	DUE DATES
Monthly report on Helpline activities	Within 10 working days following the end of each month
Monthly report on communications activities	Within 10 working days following the end of each month
Recommendations for improving LGR communications materials	To be specified by the EPA via TDF, no later than 30 calendar days after issuance
Briefing materials and summaries	To be specified by the EPA via TDF, no later than 45 calendar days after issuance

Communications materials for general distribution (e.g., articles, fact sheets, brochures)	To be specified by the EPA via TDF, no later than 60 calendar days after issuance
Draft and final revisions to the LGR Training Manual (only as necessary)	To be specified by the EPA via TDF
Draft and final conference agendas, handouts, and conference proceedings	To be specified by the EPA via TDF, no later than 120 calendar days after issuance
On-site support for seven non-local conferences	To be specified by the EPA via TDF, no later than 120 calendar days after issuance

Task 3: MAINTAIN LGR ELECTRONIC APPLICATION AND CONTRIBUTE TO WEBSITE CONTENT

- The contractor shall conduct a biannual evaluation the LGR Internet Site to determine whether current advancements in computer technology or general operational and functional needs warrant modifications to make the systems more efficient and/or user friendly.
- The contractor shall assist in any updates, as needed.
- The contractor shall update the LGR digital application if needed.

DELIVERABLES	DUE DATES
Monthly memorandum on planned and completed updates to the LGR homepage or electronic application	To be specified by the EPA via TDF, no later than 30 calendar days after issuance
Provide or assist with updates as needed	To be specified by the EPA via TDF

IV. POINT OF CONTACT
To be included at award

V. TERMS AND CONDITIONS

Technical Direction

In accordance with contract clause EPAAR 1552.237-71–Technical Direction, only the Task Order Contracting Officer Representative (TOCOR) and Contracting Officer (CO) are authorized to provide technical direction during performance of this task order. Technical direction is binding on the contractor.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical direction must be within the scope of the contract and any task order there under. The TOCOR does not have the authority to issue technical direction which:

- (1) Requires additional work outside the scope of the contract or task order;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or task order;
- (4) Alters the period of performance of the contract or task order; or
- (5) Changes any of the other express terms or conditions of the contract or task order.

If, in the contractor's opinion, any instruction or direction falls within any of the categories defined in paragraph (c) of the Technical Direction clause, the contractor shall not proceed but shall notify the CO in writing within 3 days after receiving it and shall request that the CO take appropriate action.

Technical Communication

Agency employees (other than the TOCOR or CO) such as a "technical lead", may engage in technical communication with contractor employees, but are not authorized to give technical direction. Technical communication is the informal exchange of information between Federal employees and contractors. Such communications includes information exchanged on a broad range of topics such as, but not limited to: scientific information, research information or information technology. Technical communication is more general in nature than technical direction; it does not direct the contractor and is not binding on the contractor.

VII. TECHNICAL EVALUATION CRITERIA

The following evaluation criteria shall be used to evaluate the contractor's proposal, with technical criteria being equally important to price.

1. TECHNICAL APPROACH

The contractor will be evaluated on its technical approach to the task order. The technical approach should demonstrate knowledge of the current EPA Removal Program, local governments, and the Local Government Reimbursement Program.

2. TECHNICAL CAPABILITY

The contractor will be evaluated on its demonstrated understanding and ability to perform the requirement. The contractor should demonstrate a familiarity with the EPA Removal Program, local governments, and the Local Government Reimbursement Program. The contractor should demonstrate its capability in screening LGR applications, working with local governments, and ability to communicate program information.

3. LABOR MIX

The contractor will be evaluated on its proposed labor mix. The labor mix should include professionals with relevant experience/expertise.